

Winchester City Penguins Swimming Club (WCPSC) acknowledges the ASA Data Protection guidelines and will comply with the following data protection principles.

In terms of the Data Protection Act 1998 (or as from time to time amended), the committee is the data controller, and as such determines the purpose for which, and the manner in which, any personal data is held or processed.

The committee must ensure that they have:

- Obtained data fairly and lawfully
- Hold data only for specific and lawful purposes
- Data held is relevant, adequate and not excessive for its purpose
- Data held is accurate and kept up to date
- Data is not kept longer than necessary
- Data is kept securely and that there are adequate security precautions in place to prevent loss, destruction or unauthorised disclosure of the data
- Systems in place to prevent the accidental loss or theft of personal data
- If data is to be transferred to another person the data is transferred by secure means and only to persons with legitimate need for that data

By becoming or being a member of WCPSC you agree to all personal data supplied to the club being used by the club to ensure the smooth running of the club. This information will be passed to various members of the club including (but not exclusively to), Coaches, Committee Members, Welfare Officers, Team Managers etc. From time to time it will be necessary to pass your information to such bodies (but not exclusively to) Hampshire County ASA, Swim South East ASA, The ASA, Modern Pentathlon Pentathlon Association of Great Britain and Other Swimming Clubs

As previously indicated WCPSC will follow the principles and guidelines as laid down in the ASA's Data Protection as detailed over.

DATA PROTECTION NOTICE

Collection and use of your information

About us

The Amateur Swimming Association (**ASA**) is a constituent member of British Swimming Limited (**British Swimming**). The other members are the Welsh Amateur Swimming Association (**WASA**) and the Scottish Amateur Swimming Association (**SASA**). The ASA has a number of subsidiary companies details of which can be found at www.britishswimming.org.

Purposes

The ASA (which includes its subsidiaries) and British Swimming will each hold the details provided on this registration form with other information it holds or obtains from or about you and will use this for the following purposes:

- for maintaining records
- to respond to any enquiries you make
- to administer any events in which you participate or may wish to participate and
- to deal with any incidents involving you
- to create an individual profile for you so that we can understand and respect your preferences
- to create anonymised aggregated information about members and swimmers
- to enable us to secure funding
- to contact you about swimming events, offers and opportunities available from the ASA or British Swimming or any commercial partner of either of them by post, email, online or phone (where you have indicated you are happy to hear about these)

Recording images

The ASA and British Swimming may record the competition events in which you participate and general images of swimmers will form part of the information we hold and use. In addition to the purposes for general information set out above, the ASA and/or British Swimming may use these recordings and images for the purposes of education and training, swimmer analysis, promotion, performance, development and selection and event analysis.

Other uses

Where your information may be used for additional purposes, such as medical information, you will be provided with further details of how your information will be used at the relevant time.

Disclosure of your information

Publication on websites.

Details of your achievements in events will be included on the British Swimming website(s) and these will be available to the general public. If you do not want your details to be visible in this way you can block them by registering via the Home Country Membership Check webpage and selecting the 'hide' option, by ticking the appropriate tick box at the end of this form, or by contacting the ASA Rankings department with your request to hide your details.

Caution

If you hide your details they will not be visible on the Rankings Database which may affect your ability to enter events. Event organisers may in these cases require proof of age and/or of eligibility to enter and you should contact the particular organiser to check. Regions, Sub-Regions, County Associations and Clubs that organise their own competitions may publish details on this website and if you wish to hide this information you should contact the Region/ County/Club directly.

Data use outside of the EU

If you apply for or take part in an event that takes place outside the European Union, your information will be disclosed to the relevant event organiser(s) in the host nation. These nations may not have laws as stringent as ours to protect your personal data.

Images

Images may be disclosed to those Regions, Sub-Regions, County Associations and Clubs for which you are a member for swimmer selection purposes. They may also be disclosed to the media for promoting swimming and the reporting of events. You should see the data protection policy for the relevant Region, Sub-Region, County Association and Club(s) for details of how your information will be used.

WASA and SASA

As constituent members of British Swimming, WASA and SASA will be able to view your information for swimming administration purposes only.

Doping Control

If you enter swimming competitions, you may be subject to doping control as part of the ASA/British Swimming commitment to a drug free sport. At the time of sample collection, your personal data will be collected by UK Sport which undertakes the testing and administers the programme. You should see the data protection notice for UK Sport for details of how your information will be used (<http://www.uk sport.gov.uk/pages/adams/>)

Marketing Partners

The ASA and British Swimming each work with a number of sponsors and commercial partners (details of these can be found at www.britishswimming.org) to promote swimming, raise funding for the sport and to secure opportunities for members. The ASA and British Swimming would like to contact you by post or electronically to tell you more about the offers available to you. Partners help us serve you better by telling us if you express an interest in their goods and services.

Opt outs

You have the right to refuse direct marketing and can do so by ticking the relevant box(es) on the form below.

You are entitled to a copy of your personal data from the ASA and/or British Swimming (a small fee will be payable in each case) and to correct any inaccuracies in it. For details of how to do this you should contact Regulatory Compliance Manager, Harold Fern House, Derby Square, Loughborough, Leicestershire, LE11 5AL.